



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 16-015

Project Management Specialist Position Vacancy

Date:

07/18/16

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist, FSN-10

OPENING DATE: July 18, 2016

CLOSING DATE: July 22, 2016

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-10, Salary range from \$35,562.00 to \$55,806.00 (Basic Rate + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Agency for International Development in San Salvador is seeking one individual for a Project Management Specialist (Regional Child Protection and Reintegration) position in the Democracy and Governance Office.

This position is located in the Democracy and Governance Office, USAID/El Salvador, San Salvador, under the supervision of the Regional Citizen Security, Democracy and Governance Management Specialist. The USAID Project Management Specialist (Regional Child Protection and Reintegration Advisor) is responsible for the design, implementation, and evaluation of USAID's assistance on regional child protection, and reintegration activities. USAID has significantly expanded its regional program in line with new strategic directions as outlined in the regional development strategy, Alliance for Prosperity, and Central America Regional strategy. Displacement and migration caused by violence have increasingly become regional challenges requiring new interventions at the regional level to address the underlying causes and protect the rights of citizens, especially children forced to flee from violence. The incumbent primary liaises with USAID Missions in the region, and external partners including the Central America Integration System (SICA), and other donors such as the United Nations, International Office on Migration, World Bank, European Union, and Inter-American Development Bank. The incumbent is also the primary liaison with governmental counterparts in the region, including Ministries of Foreign Affairs, and Migration and Child Protection Officials.

The incumbent provides technical oversight in the design and implementation of program interventions that promote child protection, reintegration and address the underlying causes of migration and displacement in the region, and serves as the Contracting Officer Representative/Agreement Office Representative (COR/AOR) of contracts, agreements, and grants to implement child protection and reintegration programs. This position is an integral part of the regional citizen security, democracy and governance portfolio.

BASIC FUNCTION OF THE POSITION

A complete position description listing all duties and responsibilities follows.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

1. Activity Implementation, Management and Monitoring

50%

The Specialist performs all functions of a COR/AOR. The Specialist has full responsibility to require corrective action when programs/projects/activities are underperforming, and for recommending replacement of key contractor personnel if required. The Specialist monitors and evaluates on-going programs, prepares performance reports, drafts briefing papers, writes concept papers, and completes other periodic documentation for the Mission, the Embassy, USAID/Washington, the Department of State, the US Congress, and others, as required. The incumbent is responsible for the day to day flow of operations as outlined below:

- A. Responsible for the achievement of objectives for strengthening child protection and reintegration activities under the regional portfolio by working closely with respective implementing partners. This will include:
 - a. Drafts and presents activity documentation for clearance and approval, including pre-GLAAS procurement request documents, activity implementation letters, justifications for waivers, requests for purchases, and related Activity correspondence.
 - b. Accountable for all substantial involvement and oversight responsibilities for USAID in the implementation instruments such as approval of annual work plans, approval of key personnel, and monitoring and evaluation of Recipients' work plans. Obtains feedback from regional institutions managing child protection, migration and displacement issues, including Ministries of Foreign Affairs and other regional institutions as necessary to ensure compliance with established regional strategies.
 - c. Provides technical directions to the contractors and recipients and assures that they perform the technical requirements of the contract or agreement in accordance with the terms, conditions, and specifications. Provides advice to contractors and recipients on internal procedures, standards, and USAID methodologies
 - d. Evaluates performance of the contractors and recipients, makes recommendations to increase effectiveness, and directs appropriate action to effect correction of any deficiency observed.
 - e. Provides overall supervision and monitoring responsibility for contractors and recipients, evaluates work performance, and approves work plans, budgets, payments, and compliance with USAID regulations.
 - f. Provides technical inputs to and participates in decisions to terminate the use of some or all contractors or recipients where performance is judged to be below required standards.
 - g. Keeps the DG Office and the Front Office informed about progress, results, problems and proposed solutions.
- B. Maintains contact with contractors or recipients, including conducting regular site visits implemented across the region, including activities in El Salvador, Honduras, and Guatemala, for the purpose of monitoring and identifying issues related to the progress of these regional project(s) and the relationship between contractors and/or recipients and key national government counterparts and regional institutions. Acts as USAID representative on field and inspection visits to activity sites; ascertains progress, identifies implementation problems and recommends solutions.
- C. Coordinates and analyses regional studies, assessments, research, and surveys, related to child protection, migration and displacement. Uses information from research documents produced to prepare factual, statistical, and analytical reports.
- D. Prepares analysis, documentation, and budget sections for project amendments, amendments to contracts or modifications to cooperative agreements or grants, or other binding documents, as well as documentation for conclusion of the assistance or acquisition documents, and end-of-project reports. Prepares necessary project appraisal and recipients' performance reports. Drafts and presents other project documents for clearance, consideration, and approval. Takes the lead in drafting responses to incoming related correspondence, ensuring mission clearance and timely responses.
- E. Monitors project implementation, including achievement of objectives, cost share level, and leverage of additional funds, as well as commodity requirements and uses for compliance with USAID regulations and eligibility rules.
- F. Responsible for maintaining control and managing budgets for the implementing mechanisms and overseeing financial and management operations.

2. Program Activity Planning and Development

25%

As Activity Manager and Contracts/Agreement Officer Representative (COR/AOR), the incumbent is responsible for all phases – including design, development, implementation, monitoring, and management of child protection and reintegration activities. The incumbent advises the Regional Citizen Security, Democracy and Governance Specialist, the Regional Team Leader, the DG Office Director, and other Activity Managers on the design and development of USAID child protection and reintegration strategies. The incumbent coordinates with other key actors to ensure appropriate coordination and maximum impact of USG interventions in these areas.

- A. Plans, designs, and helps develop projects related to child protection, and reintegration under the regional portfolio and is responsible for coordinating with the Democracy and Governance Office and the Strategic Development Office (SDO) for the development of new designs.
- B. Responsible for drafting and presenting in final statements of work (SOW), program descriptions, and/or terms of reference of procurement documents necessary to carry out key activities under regional child protection and reintegration activities. Responsible for conducting the process of technical selection of contractors or recipients, including analysis of proposals or applications to determine potential contractors or recipients' level of technical and managerial competence, performing past performance review, and conducting a cost realism analysis.
- C. As the key Mission point of contact and COR/AOR for the implementing mechanisms under regional programs with an emphasis on child protection and reintegration, conducts negotiations with officials from government institutions of the region and other implementing agencies regarding design, development, and implementation.

3. Coordination and Management Responsibilities

15%

Provides technical advice and direction on child protection and reintegration issues as part of the regional portfolio, ensuring alignment with USAID Agency wide strategies, including the Central America Regional Strategy (CEN) and the Alliance for Prosperity. He/She will carry out the following activities:

- A. Serve as the main contact on child protection and reintegration especially as related to migration and internal displacement caused by violence. Provides technical advice and input to the Democracy and Governance team, working closely with other members of the team, including the DG Office Director, Regional Team Lead and the Regional Citizen Security Advisor.
- B. Establishes and maintains contact with regional counterparts such as key government officials, including Ministry of Foreign Affairs, Direction of Migration, and Child Protection Institutions of the Central America countries in the implementation of USAID regional child protection and reintegration activities.
- C. Participates in Mission monitoring and reporting of achievement of Activity objectives and related Mission Strategic Objectives through the preparation of DG's Portfolio Reviews, Mission reports and plans.
- D. Briefs Front Office, USG Management and the DG Director on child protection and reintegration issues, problems, and recommendations, and coordinates with other USAID Missions in the region. Prepares scene setters and drafts speeches for senior management's public relations on child protection and reintegration related activities.
- E. Represents the USG and USAID Mission at national, regional and international meetings and forums on child protection and reintegration related matters. USAID/Washington staff, and others, as required. In this role ensures appropriate planning, implementation, coordination and strengthened working relationships among relevant parties.

4. Other Responsibilities

10%

The Specialist is frequently tasked with requests from USAID/Washington, the Embassy, and elsewhere to provide quick turnaround on requests for information, situational analysis, and high priority and ad hoc reports. Performs other related duties as may be assigned periodically.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Bachelor's degree in social science, public administration, international relations or development, law, or other related discipline is required.
2. **EXPERIENCE:** Minimum three years of experience with either government, institutions or NGOs, or the private sector in international development is required. Strong experience working on issues related to child protection and reintegration, especially activities related to child rights, migration and displacement in the Central America region is required.
3. **LANGUAGE:**
Level IV (fluent) in English oral/written is required.
Level IV (fluent) in Spanish oral/written is required.
4. **KNOWLEDGE:** An in-depth knowledge of international development, and issues related to child protection, migration, and reintegration is required. Knowledge of best practices in working with vulnerable children, especially in migration and internal displacement is required. Knowledge of government and NGO programs and interventions to address the needs of returned migrant children is essential as well. Strong knowledge of migration and child protection priorities of the governments of the region, donor agencies (bi- and multi-lateral) and coordination efforts in the region is required. Knowledge of citizen security challenges is required.
5. **SKILLS AND ABILITIES:** Computer literacy is essential, including competency in the entire Microsoft Office suite, particularly in the use of Microsoft Power Point and complex spreadsheet programs such as Microsoft Excel. The Specialist must have good interpersonal, coordination, and management skills; be able to coordinate successfully with all parts of the USAID Mission, other USAID Missions in the region, and with the Embassy in order to advance program interests; be able to handle sensitive issues diplomatically, represent USAID authoritatively, and use good judgment in speaking on behalf of USAID in high-level meetings with government officials, NGOs, and other donor officials, and in conferences, seminars, workshops, etc.; and possess good organizational and management skills. The ability to effectively communicate complicated policy, strategy, and program issues orally and in writing is required.
6. **IT IS REQUIRED that candidates complete the DS-0174 form and submit it. Applicants that do not use form DS-0174 will be disqualified.**

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174); http://sansalvador.usembassy.gov/job_opportunities.html
2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

USAID / El Salvador
PER e-mail:
ssvacancies@usaid.gov

acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: July 22, 2016

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID / EXO



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